

ASSOCIATE DEANS COUNCIL
June 9, 2004

Members Present: Jerry Gilbert (chair), Keith Belli, Louis Capella, Diane Daniels, Luther Epting, Dan Hollingsworth, Dinetta Karriem, Sue Minchew, Linda Morse, Gary Myers, Julie Fulgham for Gary Pike, Ruth Prescott, Mike Rackley, Linda Buehler for Lynn Reinschmiedt, Bobby Stokes, Robert Green for Robert Taylor, Adam Telle, and Mike White.

Dr. Gilbert called the meeting to order at 1:30 p.m.

1. The minutes of the May 12, 2004 meeting were approved as submitted.
2. Chairperson's Report.
 - Dr. Gilbert distributed the position description for Director of the Honors Program. Jack White is retiring June 30, and the goal is to have someone in place by the fall. Review of applications will begin on July 7. Dr. Gilbert has distributed an email to the deans and associate deans with the position description attached with the Human Resources link included. The Provost wants an external review of the program with recommended changes to enhance the program. The Noel-Levitz group recommends a good honors program as a tool in recruiting and attracting students to MSU.
 - The Registrar is in the process of getting the academic forgiveness form in place. The forgiveness policy cannot be invoked this summer. The policy will be in effect in the Fall 2004 for classes taken during Fall 2003, Spring 2004, and Summer 2004 and forward.
 - The budget process will be proceeding as if we will have raises. The controller will send the vice presidents the yellow budget sheets on June 10. We will send the sheets to the colleges as quickly as possible. A portion of the 3% raise will be allotted to you from the anticipated tuition increase. This will not be enough for the units. Each college will be asked to come up with a portion of the 3%. The total pool for each unit will have to be kept between 3 and 3 ½%. If you get out of this range, you will need to contact the Provost Office. This is all contingent upon approval of the 6% tuition increase. If the tuition increase is not approved, we will start over and discuss what we may want to do as an alternative. This will be a merit based salary increase. If anyone has satisfactory plus performance, they are eligible for a raise. Satisfactory performance is anything over a 3.0 rating. If that person has a salary below \$40,000, the minimum increase, with a satisfactory performance rating, is \$1200. This includes faculty and staff. There will be a maximum 6% increase. If a raise goes over 6%, justification will have to be provided. The Provost Office

will be monitoring all sources of funding for the salary increases. If a 6% increase comes from grant money, the money will be counted in the pool. The university will allocate the 1 ½% and the Provost Office will add some additional money to get the colleges as close as possible to the 3%. There will be a short turn-around, and we are not certain what portions of the budget will be opened. Operating funds and other columns may be opened. The minimum raise of \$1200 is to counter balance the increase in health care premiums. Equity raises will be signed by the department head, dean, vice president, and president. If employees are benefits eligible, they should get the \$1200. This has not been discussed with the president. The minimum merit increase cannot be less than \$1200. The problem is to come up with the college's share of the 3%.

3. AOP's for action:

- AOP 12.07 – Undergraduate Academic Misconduct and Honor Code. Dr. Gilbert revised the policy to include the undergraduate academic honor code. The honor code will be published separately so there may be some redundancy. The policy referred to the dean of students as secretary and sometimes as dean of students; Dr. Gilbert revised to make this clearer. The forms are attached as part of the policy. The question was asked if the XF course will be implemented by Spring 2005. Input will be needed by the new Vice President for Student Affairs Bill Kibler. Realistically, it may be Fall 2005 before the course will be implemented.

Student members must have 24 hours of residence at MSU with a 2.5 GPA. Adam Telle stated that he was concerned about the student election and the number of votes on a ballot. A special election may have to be held, and students may have to be recruited to run for this. How the special election is run can be set by the Student Association. Adam Telle suggested electing 4 students and appointing 8 this year, electing 8 and appointing 4 next year, and electing 12 the third year. The Student Association should put in place a provision to the Constitution to remove a member who does not show up for hearings.

On page 3 under Section A. "Sanctions against Academic Misconduct," the maximum penalty imposed by the Academic Honesty Committee was changed to read "XF in the course and/or expulsion from the university."

The Pledge was discussed. A student will have to acknowledge the pledge when registering. This needs to be presented at orientation. Education on the honor code is what is going to make students buy into it. In a legal sense, a record is needed that a student acknowledged the code. Dr. Gilbert will talk with Dr. Kibler about this. The Pledge should also be included in the university catalog.

The first sentence of the pledge was revised to read: "All students enrolling at Mississippi State University will abide by and agree to the following Undergraduate Academic Honor Code." The last sentence of the first paragraph of the pledge was changed to read, "As an outward sign of my

commitment, I will sign the following pledge to apply to all academic work during my university career.”

Under the section titled “Preamble,” commas were added to the first sentence before and after the phrase “since its inception in 1878.” In the second sentence the words “University character” were changed to “University’s character.” The final sentence of the Preamble was changed to read: “Revisions to the Academic Honor Code and Academic Operating Procedures are in continuous support of our tradition of academic honesty.”

It was discussed and agreed to delete the requirement of “one graduate student in good academic standing” in Section IV, Functions and Composition of the AHC.

Faculty membership was changed to “Faculty consultant.” The word “advisors” was changed to “consultants.”

The Notification of Undergraduate Academic Misconduct form was revised to delete “CVM” and “GRAD” under Student’s College/School and “Graduate” from Student’s Department.

AOP 12.07 – Undergraduate Academic Misconduct and Honor Code was approved as revised. The policy will be forwarded to Deans Council for review prior to sending to Dr. William Kibler, Vice President for Student Affairs.

4. Faculty Development. Dr. Gilbert announced that the Provost Office plans to establish a faculty development committee with associate deans being the first to come to that committee. Noel Schulz has agreed to chair the committee. The College of Engineering has a formal mentoring program. For example, new faculty members are taken to Washington. Professional development speakers come to campus to speak on topics such as time management, developing research plans, writing proposals, and promotion and tenure. The Provost was not quite sure whom to contact on campus and had thought at first to identify members for the committee. Then it was decided to ask the associate deans to attend the first meeting and decide whether they should commit themselves or commit someone else from their college. Noel Schulz gives a formal program and is compensated by the College of Engineering. Dr. Gilbert stated that if the associate deans agree to this, he will notify Noel Schulz and she will contact the associate deans. This will be an opportunity to share ideas. The associate deans agreed to this proposal, and Dr. Gilbert will notify Noel Schulz.
5. Other Business. Butch Stokes reminded the associate deans that transfer student orientation will be held Friday June 11. If we match last year, we will have 420-450 students. Currently 348 have registered for sessions but there are always late enrollees. Freshmen orientation figures are up also. 701 are registered at this time. Butch Stokes is expecting maybe 750 freshmen on Saturday and Sunday. Dr. Gilbert asked the associate deans to look at course offerings. Colleges can change enrollment limits as needed. Prerequisite checking will be turned on for Mathematics & Statistics, English, the College of

Business & Industry and Education. Arts & Sciences will have staff members available to enter any overrides necessary to get students in class. The Registrar's Office will be monitoring as students register. Transfer students will be in the departments by mid-morning. Freshmen students will be coming in around 2:30 on Saturday. Students from other colleges may want to get into classes. Someone needs to be available until 6:30 to assist students.

Dr. Bill Person announced that Graduate Studies sent out a memorandum requesting graduate coordinators' help with distributing RAC numbers to students. The purpose of assigning RAC numbers was to make sure that students visited with their advisors before completing course registration. Any faculty or staff member who has Banner access can pull RAC numbers for students. Graduate students could register for class and be able to claim they were advised. It will be better for the official advisor to work with the students. Dr. Person asked the associate deans to remind faculty to not advise students who have not been assigned to them. Graduate Studies has problems with appropriate documents not being completed. Programs of study and committee request forms should be completed during the first semester of enrollment at the university and should be filed in the student's departmental file. Programs of study should be sent to the Graduate Studies office when a student is sitting for comprehensive exams. As far as master's level of study, the program of study does not have to be submitted until the student applies for graduation.

There being no further business, meeting adjourned at 2:40 p.m.